

# **APEX HIGH SCHOOL BAND**

## **SYLLABUS AND HANDBOOK 2018-2019**

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## **Purpose**

The purpose of the Apex High School Band program is to educate young people through the medium of music performance. By individual and collective involvement in this program, students will grow and mature as musicians, learners, and people.

The purpose of this document is to be an informative, reliable resource that allows the operations of our band to run smoothly and effectively. This handbook will help to ensure student success in the classroom as well as on the performing stage. Grading policies, student expectations, and other important information is contained. Both students and parents should read the handbook thoroughly then sign and return the band handbook consent form and the instrument rental form by the Tuesday after Labor Day.

## **Philosophy of Teaching Music**

Music is a very important part of our existence as people. It is all around us. We hear music on the radio, in the concert hall, in church, at the movies, on the internet, and in our schools. It is important to our emotional development, our religious practices, our entertainment, and to some, our artistry.

It is our goal to instill an appreciation for music within the lives of each of our students. Each day in band should be an exciting experience where students are challenged musically, given the proper tools to learn, and then expected to rise to meet the opportunity of success. We will strive to keep the educational environment fresh and new, and our students excited about learning and the music-making process.

No band succeeds without a determined plan of action and a commitment to a dedicated work ethic. There is no replacement for hard work. Talent, ability, intelligence, and other gifts are useless unless they are cultivated and developed. Excellence will be the standard in the Apex Band program. Students will always be expected to give their best effort; nothing less will be acceptable. The ultimate goal is to teach our students to teach themselves, knowing they will do this the rest of their lives, and to make great music in the process.

Band is a performing art class that is co-curricular. This means that from time to time students will be expected to participate in events outside of the normal school day. A more detailed description of exact requirements will be given on the following pages.

The objectives of the Apex High School band program will be:

- to continually develop all student musicians both individually and collectively
- to operate and perform as a group of disciplined young adults
- to consistently demonstrate group excellence in musical performance
- to create a musical product that inspires the performer and the listener
- to seek to understand music academically and aesthetically, especially as it relates to music theory, history, and performance
- to continually develop a learning community of music education in and around the Apex Band that is welcoming to all students in all situations, and ensures a safe, friendly learning environment in which to make great music

### **The Eight Core Philosophical Elements of a Quality Band Program:**

- 1. Musicianship:** Any band should really be about one primary thing: music. We expect each student in the band to work hard to learn more about music and the finer points of performing on his/her respective instrument. The better you can play your instrument, the more you will understand the components of music. This will lead to a higher level of musical success and ultimately will be more enjoyable.
- 2. Discipline and Self Discipline:** Good discipline is vital to the success of any group and vital to your individual successes in life. It is the responsibility of everyone involved in the Apex Band to do their individual part to aid in the success of the band as a whole. This is YOUR band.
- 3. Responsibility:** Each person in the band has certain responsibilities that they are expected to take seriously. Always ask yourself these questions when in doubt about any action: Will my actions reflect in a good way or a bad way on our program? Am I doing my part to the best of my personal ability? Are my actions helping or hurting myself and the success of the band program? Each and every member of the band is important to the success of the group. Remember that others are counting on you to do your part and to do it well.
- 4. Attitude:** Forming and keeping a good attitude is very important in being successful. A good attitude is shown more through actions than through words. Attitude is much more important than talent or ability.
- 5. Image:** Because of the visible nature of the band, each band member must always be aware of the importance of favorable representation. This is how a good image is built. The band member must always remember that he or she represents not only the Apex Band, but also the band staff, Apex High School, and the local community whenever performing or appearing in public. Any poor behavior while representing the program will reflect poorly on you as an individual, on our band program, on our school, and on our community. Also remember that your actions in and around school or town, even when not with the band can reflect on the band program. "Think" before you "do."
- 6. Hard Work:** There is a saying that anything that is worth having always comes with a price. This is very true when striving toward excellence in music performance. Having a successful band program will come from many hours of hard work and dedication by each individual band member. Hard Work during rehearsal/practices each day is essential for a successful musical organization.
- 7. Effort:** Each and every member of the band program is expected to give his/her best effort during each rehearsal/practice. This is not always easy, but it is one of the components of a successful band. Come prepared each day ready to give your best effort.
- 8. Respect:** All members of the Apex Band are expected to show respect for their fellow band members, all equipment used by members of the band program (personal or school owned), the band staff, and for the band and school facilities. Always be respectful of people and property. Treat others like you want to be treated.

## **Student Responsibilities**

- 1. Be There.** Students are expected to be present and accounted for at every band performance of the year, including but not limited to: band concerts, football games, band festivals, parades, and other performing venues. As band is a performing art, students will earn a grade that reflects their participation at **all required performances**. It is vitally important for the success of our program that all members be present at all required performances. Any student who misses a performance for a school-excused reason (ahead of time) will be given an alternate assignment equal in time and effort to the originally scheduled band performance. All performances for the year can be found at <https://www.apexhighband.org/calendar.html>
- 2. Be Prepared.** Students are expected to be prepared for every performance and class period with proper clothing, all music, all parts of your instrument, extra reeds, valve oil, pencils, and other needed materials. Students will receive points off of their rehearsal grade if they are not prepared for class. Being prepared also means having all music learned for an assigned day, and being able to play your part alone, or with a small ensemble. Notes and rhythms should be learned at home so that our collective time is not wasted. Rehearsal is collective and happens during band class. Practice is individual and happens at home.
- 3. Be Respectful.** Students should strive to be respectful to the education process. The teaching and learning that takes place in the music rehearsal is vitally important. Students should always seek ways to participate in a positive manner.
- 4. Be Positive.** Students are expected to display a positive attitude and a willingness to work hard at all times and in all situations. There is no place for negativity in the band room. Criticism of others or the music education process will not be tolerated.

## **Procedures for Band Rehearsal/Class**

- Be on time for class. If you are held over by another faculty member, ask them to write you a signed note. Students arriving late to class without an authorized note are responsible for making up the rehearsal time that they missed after school. Students should be in their seats with all materials ready as soon as they can after the late bell rings. Students will be counted tardy if they are not inside the band room and actively preparing for class when the tardy bell rings. Tardies will be tracked in power school and appropriate actions taken if the student is habitually tardy.
- Come prepared to class with all materials and items that you will need. Students are expected to remain in the classroom and be actively engaged in the class until the class period ends. Use the restroom before coming to band. Students are asked to use the restroom between class changes. If there is a medical issue in which the student needs access to the bathroom often, Mr. Jarvis needs to know at the beginning of the semester.
- Each student in the band is expected to play everyday. If a student is too ill to participate fully in class, the student will be asked to go to the office and call home. "I don't feel well" is not a sufficient excuse to not play your instrument. If your instrument is not in proper working order and the issue is minor, Mr. Jarvis will try to fix it. If there is a serious repair issue with an instrument, the student will need to have the instrument repaired and will need a signed note from home

stating that the instrument is in the repair shop. If an instrument is being repaired, ask to receive a loaner instrument from the repair shop for the repair period so that the student does not get behind in band class. Failure to bring a repair note or a forgotten instrument will result in a zero for that day's grade.

- There is to be **NO GUM, FOOD, CANDY, OR DRINKS IN THE BAND ROOM.** Bottled water is okay, provided that it does not become a distraction from the learning process. Mr. Jarvis reserves the right to ask students to set their water aside until the end of class. We will take extremely good care of the facilities. There is to be no non-essential talking or other disruptions. Not only is this rude and impolite, it is a serious interruption of the rehearsal process.
- Keep the band room neat and clean. Put your trash in a trash can and not on the floor or in a cubby. This is a place of community. Please do not leave your personal items in the band room- gym bags, shoes, coats, yoga mats, etc. We just don't have enough space to accommodate your personal property.
- Instruments should be placed in their proper case and in the proper storage area at the end of each rehearsal or performance event. Do not leave your cases and music lying around. Do not sit or put your foot on your case. Music should be put in an appropriate folder and taken home. When you leave the band room daily, it should look clean and ready for the next event. Do not put a lock on storage cages. The exterior door will be locked every day. Keep storage cages closed and do not leave them open. The first band class of the day will be responsible for the room set up and the last band class of the day will be responsible for stacking of chairs and racking of stands. The percussion are is to be kept clean at all times. Percussionists are responsible for proper storage of instruments and implements daily. Music left of music stands will be thrown away. Do not leave your music lying around the band room.
- **DON'T LEAVE YOUR INSTRUMENTS AT SCHOOL. TAKE THEM HOME AND PRACTICE !!!** Practicing regularly at home is the expectation. Regular practice does wonders for student improvement. For those students who play large instruments that are difficult to transport, a practice instrument will be provided for them to keep at home when possible (tubas, baritones). Percussion students are expected to practice their parts as well. The band room will be open after school for percussionists to practice. They may also come in at other times of the day if it is permissible with the director, principal, and other teachers. Practice guides will be given out and taken as a homework grade weekly.
- Sitting with good posture is expected. Great bands sit with great posture.
- No student is allowed to leave the band room without the permission of the director. There are two exceptions.....(to be discussed in class)
- Proper dress for all performances is required. Mr. Jarvis will discuss each performance situation in class. Failure to dress the correct way for a given performance will result in the student being pulled from a performance and will negatively effect his or her grade. Information about concert tuxes and dresses will be sent out at the appropriate time
- Seating placement and solos are the responsibility of the band director. Mr. Jarvis will assign seating charts and solos to benefit the band, not just one person or a few people. No one has the right to demand a certain seat in an ensemble or a

certain solo in a piece of music. Such behavior is unprofessional, unacceptable, and will under no circumstances be tolerated from students or parents.

- Be respectful of the limited band office space. Stay out unless invited in by Mr. Jarvis.

### **Illegal Substances**

At no time will tobacco products, alcohol, drugs, weapons of any kind, or profanity be allowed. If a band student is found in possession of these items or any other forbidden contraband while on or off campus, they will be disciplined by the Apex administration and, depending on the severity of the infraction, may be expelled indefinitely from the band program. There will be no exceptions.

### **Absences**

Excused and non-excused absences for band performances and rehearsals will be determined by the attendance policy of Apex High School. Please refer to the school's attendance policy for further information.

If a student knows that he or she has a doctor's appointment, dentist appointment, court date, scheduled surgery or anything of the nature, it is the student's responsibility to let Mr. Jarvis know at least two weeks ahead of time. Please **DO NOT SCHEDULE APPOINTMENTS OF THIS NATURE TWO WEEKS BEFORE ANY PERFORMANCE DATE** if at all possible. Participation in band is important and gets even more vital as performance dates approach. Should there ever be a conflict, it is the student's responsibility to inform Mr. Jarvis of the issue. There will then be a reasonable solution so that all parties involved may be successful. Students who have an excused absence will be required to make up the rehearsal time they missed after school. This should be done before the date of the absence.

### **Grading Policy**

Student grades will be **earned**, not given. Students will earn their grade based on the following factors:

1. Being prepared for every rehearsal and concert with all needed materials (Rehearsal Grades)
2. Student attention, cooperation, and effort displayed during class. (Rehearsal Grades)
3. Grades from playing assignments and tests. (Test Grades)
4. Participation in ALL scheduled performances and Concerts. Refer to the Calendar Page of the band website for a schedule of performances for the year. (Performance Grades) ([www.apexhighband.org](http://www.apexhighband.org))
5. Practice outside of regular band class for preparation of music. (Homework Grades)
6. Improvement in musical skills and knowledge as demonstrated through daily rehearsals and teacher observation. (Rehearsal Grades)
7. Participating in class and individual projects (Project Grades)
8. Attending at least two other area fine arts performances per quarter. One must be at Apex High School, one can be at another school. (Project Grades)

Grades will be broken down into four general areas:

- **Performance/Project Grades (35%)** – Based on student participation at all band performances and required events and successful completion of required projects throughout the year.
- **Test Grades (20%)** – Based on playing and written evaluations.
- **Homework Grades (10%)** – Based on home practice AND getting papers and signed documents back to the director on time.
- **Rehearsal Grades (35%)** – Based on full student participation in all daily rehearsals/practices, teacher observation of daily music preparation and student effort displayed in class.

### **Individual Practice-Homework Assignments**

Individual practice time at home is paramount to the growth of individual players. Each student will be expected to practice at home on a regular basis, just like doing homework for any other class. A collective band can only be as good as its individual members and the only way for the individual members to get better is through consistent and purposed practice. It is the student's responsibility to come to band class everyday, able and ready to play their part. Notes and rhythms should be learned at home so that our collective time together is not spent on individuals, but on the group. **PRACTICE AT HOME REGULARLY!!** This is the student's personal responsibility. Practice time for each student will vary, but should be around 3 hours per week or more. Practice sheets will be turned in on Mondays and students will receive a grade for their work done at home.

### **Private Lessons**

Student private instrument lessons are highly encouraged. These would be a great benefit to each student as an individual player and would help our overall band program tremendously. Lessons are not required but are strongly encouraged for all band students. There are links to local private teachers on the Apex Band website. Check them out!

### **School-Owned Instrument Rental Information**

Each student that plays a school owned instrument will be required to pay a rental (cleaning) fee per instrument per semester to keep our line of brass, woodwind, and percussion instruments maintained well and in clean, good working order. These fees will be collected the first week of school. Instrument rental forms will go home on **August 27** and need to be returned **September 4**, with full payment of the first semester's rental fee (at least).

### **Policies Regarding Trips and Bus Travel**

- All band members will ride on the bus to and from all band activities. This ensures students' presence and everyone's safety. It also helps to build camaraderie. In emergency situations the director may allow a student to ride home with his/her parents if prior permission is granted from the director with a signed note from parents.

- Only band members and parent chaperones will be allowed to ride the band bus. No boyfriends/girlfriends, siblings, friends outside the band, etc.
- Good behavior is expected on the bus.
- Students are to remain seated when the bus is running. Do not unload the bus until you have been instructed to do so by Mr. Jarvis only. Moving around from seat to seat is unsafe.
- No body parts or objects are to ever go outside of the bus windows.
- You may be allowed to bring small electronic devices, ipods, etc.....with headphones. Please remember that the bus may not be able to be locked and anything you bring will be at your own risk. The director will not be responsible for any personal items, nor will the school system.
- There will be adult supervision on each bus. They are to be treated with respect.
- Students are responsible for loading and unloading their own equipment from the bus and/or band trailer. There will be a fee charged for uniform parts, music, instruments, etc...left on the bus/trailer.
- It is the section leaders' job to ensure that each instrument in their section is on the bus/trailer/truck.
- Seniors will have priority seating on the bus, then juniors, sophomores, and freshmen.
- Should we go on a trip, trip payment due dates will be set far in advance and no student/parent will be allowed to go unless they have paid their balance in full. Trip payments will not be reimbursed if a student or parent back out of a paying trip. If other school or band related fees (marching fees, instrument rental fees, school fees, etc) have not been paid, students will have to satisfy the balance of those outstanding fees before any money will be applied to their trip. If staying overnight somewhere, students are to remain in their own rooms.
- Just as at school, all school rules apply on band trips.

*\*\*Mr. Jarvis has the right to refuse travel to any band student for sufficient reasons including but not limited to lack of musical preparation by student, student behavior issues, student safety concerns, and lack of student/parent responsibility.*

### **Tri-M Honor Music Society**

Here at Apex we have fantastic music programs. Our choirs, orchestra, guitar ensembles and bands are all very good. To the students who are in honors periods (wind ensemble) for both semesters, they have the option to join the Tri-M Honor Music Society. See Mr. Miller or Mrs. Copley for more details. Tri-M applications are due to Mrs. Copley **October 2**. Tri-M induction ceremony will be held **November 2** in the auditorium.

### **Guidelines for Parents**

Without the strong support of each student's parents the Apex Band will not be successful. Each parent is an important member in the musical community of the band students' life. Plenty of parental help will be needed and asked for throughout the school year. The logistical, financial, and emotional support that parents can provide for a band contributes to a unique team-building experience. All parents are invited and expected to

be an active part of our band program and to help contribute through multiple avenues to the immediate and long-term success of our students. Please contact Mr. Jarvis or the leadership team of the Apex Band Boosters to let us know how you can help us! We need you! As with the students, guidelines for parents need to be established so that the band and the parent organization can run as smoothly as possible. They are as follows:

- Meetings with parents of an important or serious nature happen inside of the director's office and only there. I will not hold conversations of a serious nature regarding students anywhere other than the band office. Should there ever be an issue, please come to me first, and then if the matter is serious enough, I will ask the school administration for help if it is needed. Parents need to email Mr. Jarvis directly. Do not go through the band boosters. Do not go through school administration. Come directly to Mr. Jarvis.
- At no time is any parent to verbally address the band as a whole or address individuals in the band about the band's performance or an individual student's performance. This is the job of the band director. The band director may allow parents the opportunity to speak to the band if the situation is appropriate. Also, parents should avoid addressing the hired and volunteer band staff with concerns of student performance, preference, criticisms, or the like. **All such conversations should be between parents and Mr. Jarvis, in the band office, and in confidentiality. Again, come directly to Mr. Jarvis!**
- The parent organization has a great function of support and assistance to the director and to the band. **The final decision of all things related to the band belong to the band director. I will always make decisions based on what is best for THE BAND PROGRAM AS A WHOLE.**
- Just like student behavior, parent behavior reflects on our band, school, and community. Parents are always asked to reflect a positive image of our band program. Conduct when involved in band events should always be appropriate for the situation.
- As time is incredibly valuable to all of us, **please avoid extended conversations with the director right before a practice, concert, or performance of any kind.** These are not good times to chat. Conversation after the above events is better, but a scheduled appointment is always best. Thank you for your consideration in this matter.

### **Extra-Curricular Ensembles**

Participation in the extra-curricular ensembles of the Apex Band are a privilege, not a right. Only students who are enrolled in a class are eligible to participate in an after school ensemble. The band director reserves the right to allow or deny participation in any after school ensembles. This includes but is not limited to marching band, jazz band, and spring musical pit. All decisions regarding events, schedules, personnel, programs and the like are the responsibility of the band director.

### **Fundraising**

Active involvement in fundraising will be expected of all band students. All funds raised will in one way or another benefit the band program, therefore, students are expected to help in all fundraisers. Fundraisers can be suggested by students or parents but final approval will come from the band director, principal, and board of education. Parents are also asked to help in the fundraising process, as to contribute to the betterment of their students' music education experience. We have a plethora of fundraisers throughout the year and we always can use more help in publicizing them. Check out the band website for the latest up-to-date information.

### **Get it Signed!!!!!!**

Please read the entire hand book and return the handbook/syllabus form and the instrument rental form (with payment made to Apex Band Boosters) by Tuesday September 4. Student signatures and parent signatures are required.

### **Communication**

The band website is [www.apexhighband.org](http://www.apexhighband.org) Please refer to it weekly. Calendars, event information, fundraising information, parent information, trip information, and a multitude of other things are located there and updated frequently. Go to the website first to get your questions answered. Chances are that you will find what you are looking for! Also, while on the website, sign up for Mr. Jarvis' parent "remind" group and get reminder texts for upcoming events. Also, be sure to sign up for our email list. We send out emails every Sunday night that will keep you in the loop of what is happening that week, so be sure to sign up!

### **One Final Note**

My primary goal as an educator is to help prepare students for successful and meaningful life beyond high school. The vehicle that I use to accomplish that goal is music. Know that each parent and student are vital parts of our band program and I am always glad to assist you in any way I can. I am an advocate for you. Let's have a fantastic year of making great music together!

Best Wishes,

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